



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA

EMPLOYMENT OPPORTUNITY

Position:	Career Law Clerk to the Honorable Dwane L. Tinsley, U.S. Magistrate Judge		
Announcement #:	21-CO-02		
Appointment Type:	Full-time	Location:	Charleston, WV
Starting Salary:	<u>JSP 12/01 – JSP 14/10 (\$77,488 - \$141,548 per year)</u> <i>Starting salary depends upon experience, qualifications, and previous Federal employment.</i>		
Opening Date:	August 25, 2021		
Closing Date:	Open until filled. Applications received by September 8, 2021 will receive first consideration.		

Job Summary:

Provides information, guidance, and advice to U.S. Magistrate Judge Dwane L. Tinsley, in connection with pending civil and criminal litigation, and manages special projects and other administrative duties for the judge as needed. Drafts appropriate recommendations and orders for the Court's signature. Reviews complaints, petitions, motions and pleadings that have been filed to determine issues involved and basis for relief. Performs research as required. Maintains liaison between the Court and litigants; corresponds with other court officials and personnel. Evaluates procedures. Reviews docket of pending litigation to assure proper progress. Keeps Court advised of those cases where action by the Court is appropriate. Compiles statistics and prepares periodic reports, as required. Identifies problem areas, makes recommendations, and offers solutions, as required. Keeps abreast of changes in the law to aid the Court. Advises appropriate personnel on status of particular cases. Performs other duties as assigned.

Qualifications:

To qualify, an individual must 1) be a law school graduate, 2) have one year of previous legal work experience in the practice of law, legal research, legal administration, or equivalent experience received *after graduation* from law school, and 3) be a member of the bar of a state, territory, or federal court of general jurisdiction. Legal work experience gained in the federal judiciary is preferred.

For attorneys entering the federal court system for the first time, with one year of legal work experience *after graduation* from law school, qualification for appointment will be at **grade 12**. Individuals with two years of legal work experience *after graduation* from law school, will qualify for appointment at **grade 13**. Individuals with three years of legal work experience *after graduation* from law school and at least two of the three required years of legal work experience served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, death penalty law clerk, or Supreme Court Fellow will qualify for appointment at **grade 14**.

For current federal employees, salary placement will be determined by highest previous grade and step.

Employee Benefits:

This position is covered by the Judiciary Salary Plan and is entitled to benefits that include: mandatory participation in the Federal Employees' Retirement System and Social Security, voluntary participation in the Thrift Savings Plan (retirement savings plan similar to a 401(k) with immediate employer matching), a choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), a long term care program, periodic salary increases, 11 paid holidays per year, and onsite physical fitness facility.

Information for Applicants:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees, which is available to applicants to review upon request. Selected candidate must complete a background check including FBI fingerprint check and have a subsequent favorable suitability determination.

Application Process:

Qualified applicants should submit a cover letter, current résumé, and a writing sample to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsd.uscourts.gov, referencing vacancy **#21-CO-02 Career Law Clerk** in the subject line. To receive first consideration, application materials must be received by **September 8, 2021**.

Only applicants selected for interview will be contacted. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.